

TOWN OF TIVERTON, RHODE ISLAND

POSITION DESCRIPTION

Class Title: Mechanic – Part Time Job Code Number:
Department: Public Works Grade Number:
Division: Union: Not Applicable
Date: December 29, 2020 Location: Public Works Department

GENERAL PURPOSE

Performs semi-skilled to skilled work in maintaining the vehicles and mechanical equipment of Town.

SUPERVISION RECEIVED

Works under the supervision of the Head Mechanic.

SUPERVISION EXERCISED

Oversees work of mechanic helper(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs preventive maintenance scheduled for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and variety of hand, electric, and air-driven tools

Tests, services and repairs vehicles and mechanical equipment

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Cuts and welds metal and performs body repair, touch up and related work

Change and repairs tires and tubes

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance in the absence of the Head Mechanic and under the general supervision and guidance of the Director of Public Works.

Provides emergency field assistance to disabled equipment as needed and appropriate. Maintains records, prepares reports and other specialized maintenance records of equipment.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or closely related field.
- B. Three (3) years of related experience, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of automotive mechanics; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- B. Skill in operation of mechanic's tools and equipment.
- C. Ability to maintain effective preventive maintenance programs, policies and procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS

- Valid State Driver's License with Class B CDL endorsement or ability to obtain one within (6) six months.
- Valid Payloader/Backhoe Ltd. License or ability to obtain one within (6) six months.

- Valid Certified Vehicle Inspection Certificate or ability to obtain one within (6) six months.
- Mechanic with Emergency Vehicle Technician Certifications is preferred.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanics' tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles and equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative but not necessarily all inclusive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 40 pounds, and occasionally lift weights up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative but not necessarily all inclusive of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in all types of outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is generally moderately noisy to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interviews, references check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Approval: _____

- Director
Department of Public Works - Date

Appointing Authority Approval: _____

Town Administrator - Date

Acceptance: _____

Mechanic – Part Time Date

Effective Date: December 29, 2020

Previous Dates: December 14, 2020

Revisions: preference note for EVT certs inserted in Special Requirements; inserted Date at signatory lines